

**Implementation Plan for Developments to Team Around the Child (TAC) 24/1/14**

<b>Process Development</b>				
<b><u>Actions</u></b>	<b><u>By whom</u></b>	<b><u>By when</u></b>	<b><u>Comments/Update on progress</u></b>	<b><u>RAG</u></b> Red = significant concerns Amber = some concern Green = on track
EHSG Meetings organised and administered	Paula Whitehead/Sarah Rose	Monthly to end March 2014, then bi-monthly	Meetings to end March – dates and venues booked. Administrative support in place. Good representation secured.	Green
EHSG agree workplan	Stuart Carlton/Paula Whitehead	January 2014	Complete	Green
DMT and Schools' Forum proposals developed and agreed	Stuart Carlton/Cornelia Andrecut/Paula Whitehead	January 2014	Papers have been produced. Schools' Forum proposals agreed. DMT endorsed proposals 28/1/14	Green
New assessment, and guidance drafted	Paula Whitehead	By 24/1/14	Complete	Green
Consultation on new documentation	Paula Whitehead	From 24/1/14 to 14/2/14	New EHA and associated guidance has been sent out to Early Help Steering Group, Heads of Service, Signs of Safety Champions and Local Safeguarding Children Board.	Green
Training/ Communication Plan produced	Paula Whitehead/John Darby	By 14/2/14	All localities have agreed dates for March briefing sessions. Plan on track to be completed by due date. On agenda for EHSG	Green
Full implementation plan produced	Paula Whitehead	By 7/2/14	Complete	Green
Amendments to documentation following consultation	Paula Whitehead/John Darby	Week commencing 17/2/14	Discussed at EHSG on 7/2/14 and amendments agreed. Will be actioned within timescale.	Green
All information on TAC website revised and updated	TBC	By end February 2014	To commence once EHA finalised, but all documents have been reviewed and updates have commenced as far as possible.	Green
Electronic SAF replaced	TBC	April 2014	Not addressed with relevant team yet	Amber
Delivery of training/awareness raising	Paula Whitehead/John Darby	February and March 2014	Schedule of dates and venues being booked. Support from Locality Teams secured.	Green
Early Help Conference	Paula Whitehead/John Darby	July 2014	Date, venue and programme discussed at EHSG. Detailed plan to go to EHSG in March.	Amber
Full implementation	Paula Whitehead/John Darby	April 2014	Timings to be reviewed on an ongoing basis.	Green
Evaluation and review activity	Paula Whitehead/John Darby	April 2014 onwards	Schedule as below to be agreed by EHSG.	Green

<b>Human Resource Issues</b>				
<b><u>Actions</u></b>	<b><u>By whom</u></b>	<b><u>By when</u></b>	<b><u>Update on progress</u></b>	<b><u>RAG</u></b> Red = significant concerns Amber = some concern Green = on track
Analysis of current roles and structures	Paula Whitehead/John Darby	End January 2014	Team Manager and Practice Supervisor have met TAC Co-Ordinators and their managers as a group; and individually to review the role. This data has been analysed to inform consultation document. Complete.	
Links made to other related development proposals to ensure cohesion	Roz Cordy/Paula Whitehead	End January 2014	Paula has had discussion with Roz regarding creation of Early Help Advisor role. Therefore this action is complete.	
DMT and Schools' Forum proposals developed and agreed	Stuart Carlton/Cornelia Andrecut/Paula Whitehead	January 2014	Complete	
Job Description for Senior TAC Co-Ordinator and Early Help Consultants prepared	Paula Whitehead/John Darby	By end January 2014	Complete	
Job evaluation process for new posts	Paula Whitehead/HR	w/c 3 <sup>rd</sup> February 2014.	Complete	
Vacancy approval process	Paula Whitehead	w/c 3 <sup>rd</sup> February 2014.	Complete for Early Help Consultants	
Informal review of current role of TAC Co-Ordinators	Paula Whitehead/John Darby	End January 2014	Analysis is complete as above.	
Review of current TAC Co-Ordinator Job Description	Paula Whitehead/John Darby	End January 2014	Complete and evaluated	
Preparation of staff consultation paper (TAC Co-Ordinators)	Paula Whitehead/Debbie Harrison	By 14/2/14	Preliminary meeting with HR held and timescales agreed. Consultation document drafted.	
Staff consultation process	Paula Whitehead/Debbie Harrison	To commence by 14/2/14	Preliminary meeting with HR held and timescales agreed.	
Recruitment activity	Paula Whitehead/John Darby	By end March 2014	Commenced	
Implementation of staffing restructure	Paula Whitehead/John Darby	By end April 2014	On track	

<b>Monitoring and Evaluation</b>					
<b><u>Performance Indicators</u></b>	<b><u>Baseline December 2013</u></b>	<b><u>Year 1 Target</u></b>	<b><u>Current Performance against target</u></b>	<b><u>Analysis and Comment</u></b>	<b><u>RAG</u></b> Red = significantly below target Amber = some concern Green = on track to meet or exceed target
Number of TAC Initiations (per month)	222	25% increase	Reporting to commence end Feb 2014	Reporting to commence end Feb 2014	Reporting to commence end Feb 2014
TAC Active Cases (open at month end)	1094	25% increase	As above	As above	As above
Number of 'Step Downs' from Social Care to TAC (per month)	57	50% increase	As above	As above	As above
Number of 'Step Ups' from TAC to Social Care	5	10% decrease	As above	As above	As above
Number of closures due to needs being met (per month)	Data not yet available	20% increase	As above	As above	As above
Number of closures due to non-engagement (per month)	Data not yet available	20% decrease	As above	As above	As above
Number of TAC Cases subject to QA Process	0	50 per month	As above	As above	As above
<b><u>Evaluation Activity</u></b>	<b><u>Responsibility</u></b>	<b><u>Timescale</u></b>	<b><u>Analysis and Comment</u></b>		
Results of quality assurance process	TAC Practice Supervisor	Monthly	System to be agreed and established by end February 2014		
Evaluation of process efficiency and TAC Co-Ordinator role	TAC Practice Supervisor	September 2014	Consultation, quantitative and qualitative review, to be presented to EHS, CYPS and Schools Forum		
Evaluation of Early Help Consultants (impact of support offered)	TAC Team Manager	September 2014 and April 2015	Consultation and qualitative review, particularly with educational settings. To be presented to DMT, EHS, and Schools Forum		
Case Studies	Early Help Consultants	September 2014	Demonstrating impact on children, young people and families		
Multi-Agency Audit	LSCB	To be agreed by LSCB	Use of same LSCB Toolkit to enable direct comparison with June 2013 Audit.		

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